

**OKLAHOMA WORKERS' COMPENSATION COMMISSION**  
**SPECIAL MEETING MINUTES**  
**MAY 1, 2023 2:00 P.M.**

**STATEMENT OF OKLAHOMA OPEN MEETING ACT COMPLIANCE**

Notice of this Special Business Meeting was filed with the Secretary of State's office in compliance with the Open Meeting Act.

The agenda was posted at least 24 hours in advance of the meeting, in compliance with the Open Meeting Act. It was posted on the Commission website and at 1915 N. Stiles Ave., Oklahoma City, Oklahoma, the Commission's principal office.

**MINUTES OF THE MAY 1, 2023, SPECIAL BUSINESS MEETING OF THE**  
**OKLAHOMA WORKERS' COMPENSATION COMMISSION**

The members of the Oklahoma Workers' Compensation Commission met at 1915 N. Stiles Ave., in the En Banc Courtroom, Oklahoma City, Oklahoma, on May 1, 2023.

Members present: Chairman Jordan Russell, Commissioner Tilly and Commissioner Scott Biggs.

Others Present: Andrea Delling, WCC; Ian Steedman, WCC; Alexander Watkins, WCC; Lauren Hammonds Johnson, WCC; Sharon Smith, WCC; Collin Fowler, WCC; and Stefan Wenzel on behalf of the Multiple Injury Trust Fund.

Chairman Russell expressed appreciation for those in attendance. After the roll was taken, Chairman Russell found a quorum present and called the meeting to order at 2:00 p.m.

1. **Discussion and Possible Action to Approve Minutes**

- a. The drafted minutes of the April 20, 2023, Regular Meeting of the Commission will be considered for approval.

Commissioner Biggs moved to approve the Minutes of the April 20, 2023 Regular Meeting. Commissioner Tilly seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

2. **Discussion and Possible Action to Approve the Consent Agenda for Travel Vouchers Currently Outstanding**

Title 85A O.S. § 23 states, [a]ny Commissioner or employee of the Commission shall be entitled to receive his or her necessary traveling expenses as provided in the State Travel Reimbursement Act. The expenses shall be certified by the person who incurred them and shall be allowed and paid on presentation of vouchers approved by the Commission.”

All travel vouchers listed within the Consent Agenda were made available to each Commissioner prior to the meeting.

Commissioner Biggs moved to approve the travel vouchers. Commissioner Tilly seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

3. **Discussion and Possible Action to Approve a Multiple Injury Trust Fund (“MITF”) Assessment Rate – Effective July 1, 2023 through June 30, 2024 – Pursuant to Commission Authority in 85A O.S. § 31**

Sharon Smith presented.

Stefan Wenzel thanked the Commission for calculating the rate.

Commissioner Biggs moved to approve the MITF assessment rate at 7% as recommended by staff. Commissioner Tilly seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

4. **Discussion and Possible Action to Approve Convergent’s Scope of Work and Price Proposal to Upgrade the Security Camera System in the Denver Davison Building**

The Commission discussed the issuance of a requisition to Convergent under State Contract #SW1048C in the amount of \$16,144.14 to cover the scope of work and price proposal to upgrade the security camera and monitoring system in the Denver Davison Building, as detailed below:

**Scope of Work**

- This proposal includes 2 tasks as listed below.
  - Upgrade of existing 7 cameras to Salient Completeview and move cameras to new recording appliance. Upgrade workstation software on 3 PC machines.
  - Provide two (2) 2mp dual lens cameras. One to be installed at the 2nd story elevator lobby and one to be installed 1st floor looking down the main hall and the hall to the stairwell door.
  - Provide and install a single lens camera on the basement elevator lobby.
  - Cameras to be pulled to existing switch location at Server.

**Materials**

| Line | Qty   | Part          | Description   | Unit Price                 | Extended Price |
|------|-------|---------------|---|----------------------------|----------------|
| 1    |       |               | Elevator Lobby Cameras  |                            |                |
| 2    | 1.00  | QND-6012R     | IP INDOOR DOME IP CAM 2MP30FPS 2.8MM FIXED FOCAL LENS113 TRIPLE CODEC   | \$ 182.66                  | \$ 182.66      |
| 3    | 2.00  | 02415-001     | P4705-PLVE, two channels with 2MP per channel, frame rate of up to 60 fps.  | \$ 723.67                  | \$ 1,447.34    |
| 4    |       |               | Elevator Lobby Camera Licenses  |                            |                |
| 5    | 10.00 | SCVSW-ENT-IP  | Symmetry CompleteView V4 Enterprise - 1 IP camera License   | \$ 215.46                  | \$ 2,154.60    |
| 6    | 10.00 | SCVSW-SMA-ENT | One Year Software Maintenance Agreement for CompleteView Ent - per camera license   | \$ 41.29                   | \$ 412.90      |
| 7    |       |               | Recording Appliance   |                            |                |
| 8    | 1.00  | SPPR-18TB-B5Y | Power Pro includes: Intel Xeon CPU; 16GB RAM; Windows 10 IOT 64 Bit;Warranty:5 year Basic: Keyboard & mouse included, Shared OS Drive rev:007 | \$ 6,336.18                | \$ 6,336.18    |
| 9    | 1.00  | TQ-TPETG160G  | 16-PORT/GIGABIT/POE+/246WATTS   | \$ 358.14                  | \$ 358.14      |
| 10   |       |               | Installation Material   |                            |                |
| 11   | 1.00  | 555610        | 24-4P Unshielded Solid Plenum Cat5E Wht Jkt   | \$ 299.80                  | \$ 299.80      |
|      |       |               |   | <b>Equipment Total</b>     | \$ 11,191.62   |
|      |       |               |   | <b>Total Labor</b>         | \$ 4,086.24    |
|      |       |               |   | <b>Other Costs</b>         | \$ 205.48      |
|      |       |               |   | <b>Freight/Warranty</b>    | \$ 660.80      |
|      |       |               |   | <b>Tax if applicable</b>   | \$ 0.00        |
|      |       |               |   | <b>Total Project Price</b> | \$ 16,144.14   |

Commissioner Biggs presented.

Commissioner Tilly moved to approve issuance of requisition of Convergent in the amount of \$16,144.14. Commissioner Biggs seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

5. **Discussion and Possible Approval of Contract for 2024 Medical Fee Schedule Update**

Lauren Hammonds Johnson presented.

Commissioner Biggs moved to approve the contract as submitted. Commissioner Tilly seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

6. **Discussion and Possible Action to Approve the Venue and Estimated Aggregate Expenses of the 2023 WCC Conference to be held October 19 and 20, 2023 in Stillwater, OK**

The Commission plans to host its 2023 Annual Conference at the OSU Alumni Center, located in Stillwater, OK, on October 19 and 20, 2023. The following table details the estimated costs of the OSU Alumni Center and other potential vendors/services needed for the Conference.

| <b>2023 WCC ANNUAL CONFERENCE ESTIMATED AGGREGATE EXPENSES</b> |              |                          |
|--|--------------|--------------------------|
| <b>VENDOR</b>  | <b>NOTES</b> | <b>ESTIMATED EXPENSE</b> |
| OSU ALUMNI CENTER  |              | \$6,365.50               |
| MEDIATIONS CATERING  |              | \$16,731.00              |
| ESKIMO JOES RECEPTION  |              | \$5,502.00               |
| STUDENT UNION PARKING  |              | \$4,767.00               |
| MCKNIGHT CENTER PARKING  |              | \$600.00                 |
| QUALITY IMPRINT  | PENS         | \$435.00                 |
| ATHERTON HOTEL   |              | \$5,026.00               |
| PER DIEM REIMBURSEMENT   |              | \$4,276.00               |
| <b>TOTAL</b>   |              | <b>\$43,702.50</b>       |

Andrea Delling presented and answered questions.

Commissioner Biggs moved to approve the date and location and estimated budget for the WCC conference. Commissioner Tilly seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

7. **Legislative Update and Discussion**

Commissioner Biggs presented and answered questions.

No action was taken.

**ADJOURNMENT.....Chairman Russell**

Commissioner Biggs moved to adjourn. Commissioner Tilly seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried, and the meeting adjourned at 2:17 p.m.